Rec'd from ████████ 26 March 1970

Other Comments from ████████ 25X1A

25X1A

PD

1. Publication Division people should learn more about the printing process of the NIS, since they must work closely with the printers.

ED

2. Since all NIS manuscripts will within a few years be printed by a computerized photo-composing system (EPIC), Editorial Division people should be given appropriate training in that system.

ED

3. Editors should be encouraged by their division chief to offer suggestions for improving the content of the NIS.

ED

4. All editors should have a special clearance to permit them to talk to OCI and OER analysts at their desks.

ED

5. Branch meetings are never held in the Editorial Division, and people are uninformed.

25X1A GD

6. A number of geographic analysts were unaware that they could be considered for an assignment as a ████████ and that such an appointment could be a career objective.

CD

7. Cartography Division people work in a large open area that is typical of graphics production areas. Partitions should be available to afford some privacy and to cut down on the idle chatter which usually occurs under such conditions.

CD

8. Two draftsmen share a single drafting table in the Cartography Division drafting section. Everyone agreed that this situation is unsatisfactory and that it could be remedied by the expenditure of a relatively small sum of money to buy four drafting tables.

CD

9. We encountered complaints in the Cartography Division about the clerical support provided by the front office. If the division continues to perform some clerical duties centrally, such as time and attendance record-keeping, steps should be taken to ensure that the clerical personnel involved do not inadvertently antagonize senior officials and other division employees.

MLD

10. Few Map Library Division employees had received
any external or Agency training during their careers
with that division. This situation was in sharp contrast
to the training record of the Office as a whole.